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12 November 1969

26 August 1971

INSTRUCTIONS FOR CODING LANGUAGE REQUIREMENTS
ON FORM 1023 - COMPUTER INPUT

Item No.	Item Name on Form 1023	Coding Instructions
1	Identification	Code the letter "S"
2	Control No.	<p>The appropriate number to reflect the entry in its proper place as indicated by the Form 261.</p> <p>Language requirements for the component will appear after the component header and precede the first position for that component.</p> <p>Language requirements for the position will precede the position having the language requirement.</p>
3	Effective Date	Use current coding instructions.
4	Headquarters	Use current coding instructions.
5	Type of Change	Use current coding instructions.
6	Type of Header	Do not code
7	Organizational Unit	Do not code
8	Totals	Do not code
9	Position Title	<p>Enter the clear text language. For "recap" records it must be preceeded with '\$*'. For non "recap" records preceed the clear text language with '**'.</p>
10	Schedule	<p>Enter the language proficiency codes for reading, speaking, and understanding.</p> <p>1st character indicates reading 2nd character indicates speaking 3rd character indicates understanding</p> <p>The only permissable characters are H, I, N, E, S, and a dash (-).</p>

11	Occupational Series	<p>Enter the language code in the first four (4)</p> <p>1st character is a "B"</p> <p>2nd character is a letter</p> <p>3 & 4 character is numeric</p> <p>5,6,7 characters leave blank</p>
12	Grade	<p>5th character can be <i>5</i> /</p> <p>Enter the type of requirement and the number required.</p> <p><i>MUST</i></p> <p>1st character can be the letter "G" or "S"</p> <p>2nd & 3rd character is the number required.</p> <p>3 would be entered as 03.</p> <p>4 & 5 characters leave blank</p>
13	SG or 00	Do not code
14	Planned Incumbency	Do not code
15	Position No.	<p>Enter position number as shown on Form 261.</p> <p>Must be the same position number as the position it precedes</p>
16	Current Authorization	<p><i>NO POSITION NO. is not not required</i></p> <p>Do not code <i>for Relay (##).</i></p>
17	SD	Do not code

SECRET

(When F d In)

= INDICATES FIELDS TO BE Coded L.D.P.

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STAFFING COMPLEMENT CHANGE NOTICE CODING SHEET

IDENTIFICATION		CONTROL NO.										EFFECTIVE DATE			HQTRS.		TYPE OF CHANGE				
P-POSITION	S-SPECIAL	OFFICE CODE	DIVISION CODE	SEQUENCE NO.							MO.	DAY	YEAR	1-DEPT	2-US FLD	3-FRGN	5-REORGAN.	6-RETAIN CONT. NO.	7-DELETE CONT. NO.	9-NEW CONT. NO.	
6. TYPE OF HEADER		7. ORGANIZATIONAL UNIT																			
		7. CONTINUED																			
		ORGANIZATIONAL UNIT																			
		8. TOTALS (Manual)																			
9. POSITION TITLE		10. SCHEDULE										11. OCCUPATIONAL SERIES									
LANGUAGE TEXT		PROF. R.S.H.										LANG. CODE									
12. GRADE		13. SG OR OO		14. PLANNED INCUMBENCY		15. POSITION (Slot) NO.		16. CURRENT AUTHORIZATION		17. SD											
REQ NO.						POSITION NO.															

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STAFFING COMPLEMENT CHANGE NOTICE CODING SHEET

SIMPLE
Code Sheet for L.D.P. Input

1. IDENTIFICATION		2. CONTROL NO.				3. EFFECTIVE DATE			4. HQTRS.		5. TYPE OF CHANGE				
P-POSITION S-SPECIAL H-HEADER		OFFICE CODE	DIVISION CODE	SEQUENCE NO.		MO.	DAY	YEAR	1-DEPT 2-US FLD 3-FRGN	5-REORGAN. 8-RETAIN CONT. NO.	7-DELETE CONT. NO. 9-NEW CONT. NO.				
< . S .	85290	00	5995	071869		1	9								
6. TYPE OF HEADER												7. ORGANIZATIONAL UNIT			
7. CONTINUED												8. TOTALS (Manual)			
ORGANIZATIONAL UNIT															
9. POSITION TITLE												10. SCHEDULE		11. OCCUPATIONAL SERIES	
LANGUAGE TEXT												PROP. R. W. S.		LANG. CODE	
*** CHINESE, TAIPEING												EEE		BE14	
12. GRADE		13. SG OR OO		14. PLANNED INCUMBENCY		15. POSITION (Slot) NO.		16. CURRENT AUTHORIZATION		17. SD					
REQ. No.						Position No.									
S02						0426						>			

SECRET

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